

A BROCHURE

ON PLANNING AND EQUIPPING
THE MODERN LIBRARY FOR
SCHOOL OR COMMUNITY

by Gaylord

Gaylord Library Notes

PRESENTING INFORMATION OF INTEREST TO THE ARCHITECT, SCHOOL BOARD AND LIBRARIAN ON PLANNING A SCHOOL OR COMMUNITY LIBRARY

THE IMPORTANCE OF A LIBRARY IN COMMUNITY LIFE

While libraries are more or less taken for granted in the large cities and towns, the number of people in the United States not served by libraries is appalling. The Community Library, the County Library, the Regional Library of various types and extensions from large libraries are all trying to alleviate this condition. The School Library in the smaller communities is also taking an increasingly important place in the community life.

The community which lacks a library or is without access to one is handicapped, not only in educating its adults in general recreational reading but also in the pursuit of special cultural interests. The library acts not only as a place to store books but through modern library practice the information in the books is classified and indexed so that it is readily accessible to the reader. A trained librarian is as necessary as the books, and should be responsible for the proper administration of the library system.

THE LIBRARY IN THE SCHOOL

In late years the school library has assumed a very important position in modern school practice. With the trend to centralization of rural school districts, affording the erection of central schools, it has been possible to provide and properly equip the necessary library in such schools. This would have been prohibitive in cost under the old decentralized plan. Boards of Education now take an active interest and are able to secure the necessary funds to properly equip the central school library. As the school is the heart of the community, so the library is the heart of the school. It is the depository of facts for all courses, the pivot from which cultural activities of the school radiate.

In some towns where there is no public library, the school library is open two or three nights a week for the public. This gives the taxpayers an opportunity to use the building and see how their money has been spent. Those who have no children are benefited and their interest in the school increased.

MODERN TRENDS IN ARCHITECTURAL PLANNING

The architectural trend in modern school design has been to make the school library the focal point for school study. This applies to the elementary as well as the higher grade schools. With the expanding of the functions of the school library in teaching methods, the library has been made more important in the plans.

The architect has seized upon the library as the one room beside the auditorium where an interesting architectural treatment can be added with slight expense. The trend is to make the library more attractive and homelike and to eliminate the severe atmosphere of the classroom with its laboratory appearance. This has had a considerable influence on the attitude of the children from an educational as well as disciplinary standpoint. School boards, superintendents and librarians should plan the equipment of the library with the architect so that the furniture may tie in with his design.

Library specialists know what furniture is needed and what technical equipment should be installed according to the size of the library and the number of pupils in the school. Gaylord Bros. manufactures furniture for library use only and maintains a staff of library experts who are glad to cooperate with the architect and the superintendent on the necessary fittings and their design.

LIBRARY STUDY HALL AND SUPERVISORY CONTROL

Many school libraries are now showing the transition from the old-time study hall to the modern high school library of today. Where there is an adequate, properly planned library there should be no need whatever for a large study hall. Only small study halls or home rooms are required. In order to carry out the "Unit Method" of teaching, it is necessary for the student to do his studying where he has access to many books. Then, too, a student can think more clearly surrounded by books in a library atmosphere than he can at a cramped desk in the old-time study hall. The library should be a room so attractive and full of interest to him that he will be drawn to it, rather than a place which he shuns, or to which he goes under compulsion.

GAYLORD BROS., INC.
STOCKTON, CALIFORNIA . . . SYRACUSE, N. Y.

SCHOOL LIBRARY RECOMMENDATIONS OF THE A. L. A.

By permission of the American Library Association the following recommendations are quoted from its publication, "Planning the School Library":

"The Reading Room. This should be sufficiently large to accommodate for any full period 10 to 25 per cent of the school's enrollment, the large percentage being applicable to the school of 500 or under. In the very small school (100 or less) the minimum capacity should be equal to that of the average classroom. A convenient estimate for the floor space needed is 25 square feet per reader.

"Conference, Class and Lecture Rooms. In any but the very smallest library, at least one conference room should be provided. Larger libraries will provide from one to six extra rooms, depending on the size of the school and its methods of work.

"Librarian's Workroom. No matter how small the library, this should be provided. It may vary in size from a small alcove to a commodious workshop, but it should never be left out.

"Open Wall Shelving. Not over 7 feet high in the senior high school and 5 feet in the elementary school. Every available foot of wall space should be shelved with radiators placed under windows

to save space. All shelving should be adjustable, using metal screw pins for wooden shelves. The regulation size for shelves is 3 feet by 8 inches, but there may be a limited number of sections with shelves 3 feet by 10 or 12 inches to accommodate large reference books or magazines. In computing shelf capacity, 8 volumes per linear foot is a safe estimate.

"Furniture. The junior or senior high school will provide reading tables (size 3 x 5 feet, some 28 and some 30 inches high)—variety may be obtained by occasionally substituting round tables for rectangular ones, or adding reading benches or settees—suitable chairs, librarian's desk or desks with drawers for vertical filing, card catalog and shelf list cases, pamphlet cases, legal size vertical files, magazine rack, newspaper rack, display bookcase, book truck, and at least one bulletin board.

"The school librarian should be your best adviser. Employ a well-trained one before you start building. Put her in touch with your architect and let them work together. Consult also with the supervisor of libraries in your state department of education, the librarian of your state, county or city library, or with the American Library Association, 520 N. Michigan Avenue, Chicago, Illinois."

WOOD, IDEAL FOR LIBRARY EQUIPMENT

Most librarians prefer that their library equipment should be made of wood. It gives the effect of warmth, restfulness and stability; of homelike rather than institutional surroundings.

Wood will take any finish the architect desires, to match the trim of the room, or to give a pleasing contrast between the furni-

ture and the woodwork. Wood also offers a wider range for special ideas or for individual requirements than most other materials of reasonable cost.

Book shelving made of wood is easily adjustable—a most important requirement and an advantage appreciated by every librarian.

OAK, MAPLE AND VARIETY OF FINISHES

Oak, in either light or dark shades, has been used for many years and still is used for replacements.

The present general trend for the newer libraries is toward maple and we find the change is welcomed and appreciated. The color and smooth, hard surface of maple lends a charm of mellowness to library furniture, even when the equipment is newly

installed. It makes the library look entirely different from a study hall or class room.

It may be finished in the natural maple in several different shades to harmonize with knotty pine trim, also in a walnut, mahogany or "School Brown," a finish that blends well with finishes of the woodwork used in many schools.

WHEN THE LIBRARY SHOULD BE PLANNED

The proper time for making a complete layout of the library and its equipment is before the general floor plans have been finally decided. An expert in library equipment can be of real service at that time and often can make considerable savings in future costs if consulted early enough. Very often, the suggestion of changing the position of a door or a partition, by as little as two feet, has been the means of adding two additional tables seating twelve more students, an important consideration. Making use of shelving, for enclosing book or conference rooms, has often saved the cost of a permanent plastered partition and made the library more flexible.

If an outline plan of the proposed library is submitted to us, we will, without charge or obligation, make a layout showing the proper equipment for the special requirements of that library.

Many architects and librarians have availed themselves of this service and have later expressed their appreciation of it.

The former, as well as the present Director of School Buildings and Grounds Division of the State Education Department of New York have expressed their appreciation of our cooperation in this type of consulting work.

COVER DESIGN

*Library of the
Central School, Cincinnati, New York
Robert Graham, Architect*

AT RIGHT

*Entrance Hall of the New York Society Library,
New York City, where an atmosphere of spacious
dignity is preserved with Gaylord furnishings.*





Leavenworth Central School Library, Wolcott, New York—Gordon & Kaelber, Architects

TWO TYPICAL ARRANGEMENTS . .

Note the Homelike Character

Seating Capacity — 82
Book Capacity — 4,000

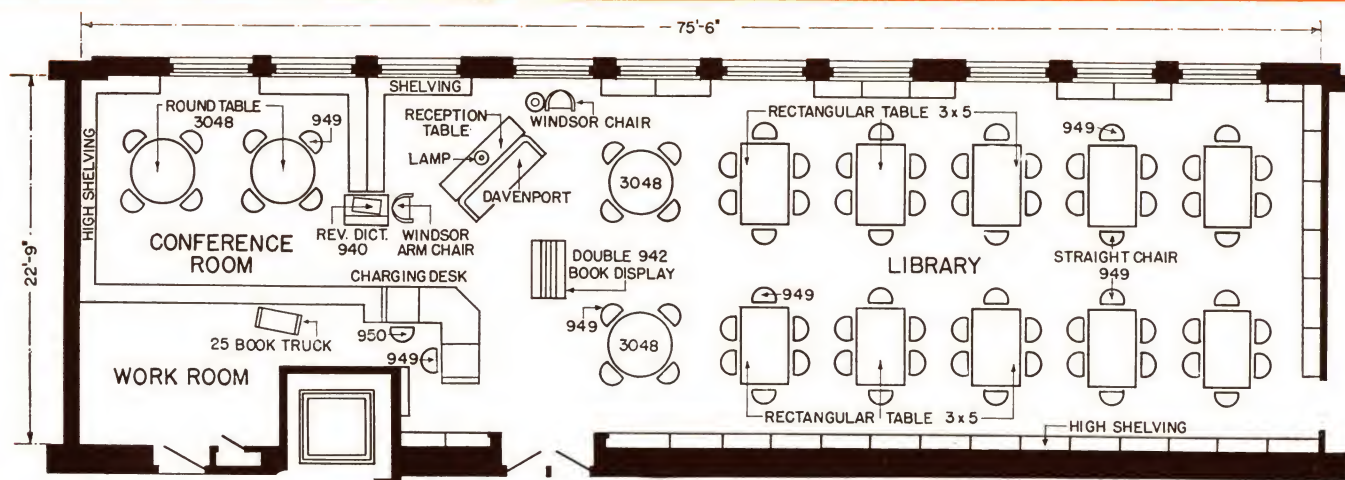
This library is very well planned and appointed from an architectural and utilitarian standpoint. There is only one entrance door to the library; this gives the librarian complete control of books and traffic. One entrance is more desirable than having doors in both ends of the room. The Charging Desk placed near the door is also accessible to the work room and conference room.

4 It has been the policy of Gaylord Bros. to make the library as homelike and attractive as possible and to give warmth and atmos-

phere to the room. Note the davenport, table, easy chairs, table lamp and window draperies. Opposite the door is a double book display where new and special groups of books are exhibited.

The counter height shelving forms a partition for the conference room. This shelving is also used under windows, thus making a shelf for flowers, plants and book displays.

The maple furniture blends nicely with the panelling of the room. This library shows the results of manufacturing the furniture in accordance with the architect's design for the room and following out his ideas.





Chancellor Livingston High School, Hudson, New York—Tooker & Marsh, Architects

... OF THE MODERN SCHOOL LIBRARY

An Attractive School Library in Maple

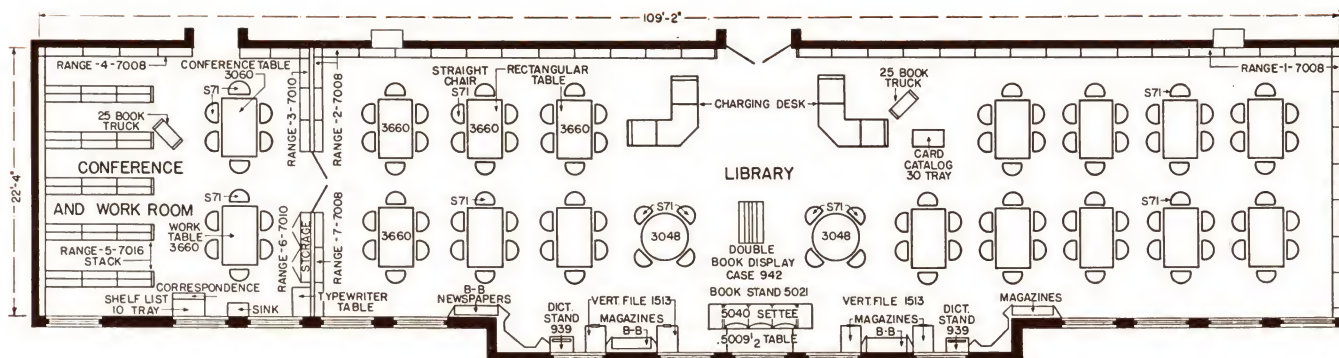
Seating Capacity — 115
Book Capacity — 14,700

A distinguishing feature of this library is the use of two desks. One of these is used for charging and the other for discharging books. They are located by the door so that a control may be kept on traffic and a close check on books. These desks are manned by trained students. This plan leaves the librarian free to teach the students how to use the catalog, locate books on the shelves and find information; in short, to act in an advisory capacity. This solves the discipline problem as the students are all so interested they forget mischief.

The conference room is used by students working on debates, plays or projects where such work is to be done in groups.

Any possibility of an institutional atmosphere is avoided by the use of home-like furnishings such as the davenport, console table, book stands, window drapes, etc., in addition to the restfulness provided by the maple finish on all furniture and woodwork. This library is new, but it is planned to paint murals over the shelves; canvas for these is already in place. It has been proven that such surroundings are reflected in the attitude of pupils working in the library.

5



SPECIALISTS IN LIBRARY EQUIPMENT



Children's Room, McKinley Branch Public Library, Sacramento, California—H. J. Divine, Architect

EQUIPMENT OF A PUBLIC LIBRARY BRANCH

Seating Capacity — 84

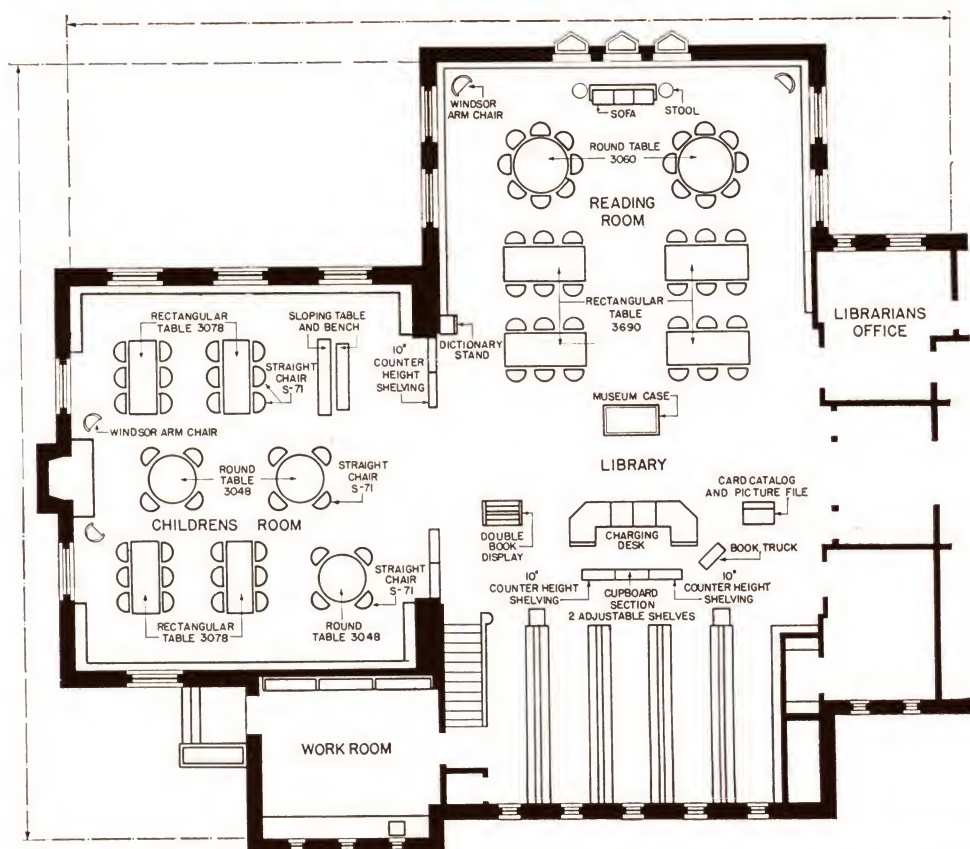
Book Capacity — 14,500

This is an outstanding example of a perfectly equipped public library branch, which is a vital part of a Community House with all the cultural and recreational facilities of the most modern type.

The plan shows the general layout of the library wing; the illustration above pictures the Children's Room. This room is separated from the main library by counter height shelving so that the children's department may be served and supervised from the general charging desk.

The room contains tables and chairs of suitable sizes, a sloping top table and bench which is most popular for picture books, and a fireplace around which the children gather for story telling.

The dark maple of the furniture contrasts pleasingly with the light walls and the Venetian blinds at the windows.

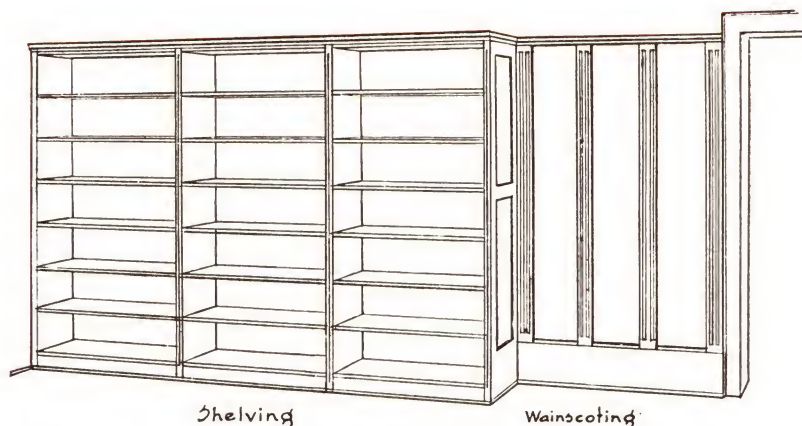


"GAYLORD MAPLE" SHELVING, CHARGING DESKS . . .

In selecting furniture for a library three major factors should be kept in mind—simplicity, durability and beauty. Standard equipment, which will conform with the necessary technical library procedure, should be used; however, a wide variation in design, wood and finish may be obtained with no sacrifice of the working efficiency of the library as a whole. It should be kept in mind also that changes or new features may be desired later, and that room for expansion in desks, shelving and seating capacity should be considered.

Maple, with its variety of finishes and special designs for the exterior of the various items of furniture, solves the problem of those who want "something different" in a library and makes possible a room that is informal and attractive.

Most of the specially designed furniture on pages 8 and 9 has been planned around the No. 971 chair, (shown on page 9). These pieces are made of maple and carry the same fluting design as that used on the chair.

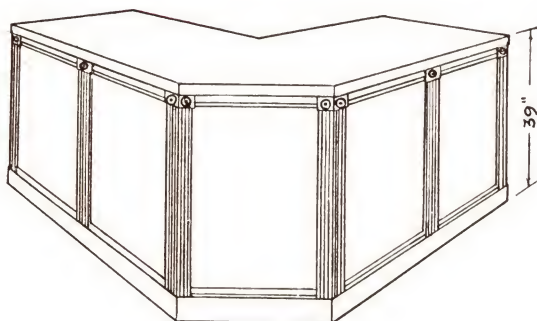


This shelving and wainscoting tie in together. Gaylord Bros. makes the shelving and cooperates with the architect so that the general contractor may carry out the same design on the wainscoting and trim of the room.



No. 936-M

The Magazine Rack with its six compartments will hold about fifty-two periodicals of various sizes. It is made of maple and also designed to match the No. 971 chair (opposite page).



A Charging Desk of maple with a special design made according to the architect's specifications to match the trim of the room in which it is to be used. The inner fittings of the desk are standard parts and are selected according to the individual requirements of the librarian.



No. 937-M

A Book Display Case with its two sloping shelves for special book displays and a Bulletin Board above them is both useful and attractive. This case is also designed to match the No. 971 chair, as shown by the shape of the top and the fluting on all edges.

Gaylord Maple

LIBRARY FURNITURE

Manufactured by

GAYLORD



BROS., Inc.

STOCKTON, CALIF.

SYRACUSE, N. Y.



No. 521-M

A maple Book Table in a colonial design will just fit into some special place and makes a pleasing note in furniture grouping.



No. 540-M

Maple Davenports in various colonial designs with upholstery to harmonize with the color scheme of the room form the nucleus for attractive corners in many libraries. A long table with lamps and books may be placed behind the davenport, or a book table (illustrated at left), floor lamp and one or two arm chairs may be grouped around the davenport.

The above is a facsimile of the label which Gaylord places on every piece of "Gaylord Maple" furniture. In addition to this, the words "Gaylord Maple" are stamped on the wood.

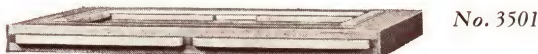
. . . CATALOG CABINETS, TABLES, CHAIRS, ETC.



No. 3500



No. 3505



No. 3501



No. 3510

*Horizontal Units
for Card Catalog
Cabinet*

A cabinet made of these horizontal units lends itself most effectively to the demands of simplicity, economy and flexibility in a library. The cabinet may be built up with a leg base, a five, ten or fifteen card tray section and a top; this makes a free standing piece of library furniture. Five, ten or fifteen tray units may be added as there is need for more card catalog drawers. The units of catalog trays make possible the expansion of the catalog case to any desired size.



No. 3500-M
No. 3510-M
No. 3502-M
No. 3524-M

*Catalog and
Picture Combination
Vertical File Unit*

For a small catalog the trays in units of five, ten or fifteen trays may be combined with a two-drawer vertical file unit (with top and leg base). The large drawers may be had in correspondence or legal size; in them are housed the picture, clipping or information file or they may be used for correspondence. This combination is made of maple with fluting on the top and legs; it may be obtained in any desired finish and trim.



No. 3660-M
Rectangular Table

These tables are made in various sizes. The standard sizes are 36 by 60 or 90 inches, 25, 28 or 30 inches high.

Built up, five-ply top, 1½ inches thick, with heavy edge band ¾ of an inch thick, tongued and glued to core and mitered at four corners. Tenoned aprons enter in grooves provided in the legs. The legs are built up and faced with heavy veneer to show graining on all sides. Heavy steel hanger and bushings are used to connect legs to top and aprons.



No. 3048-M
Round Table

Round tables have a top diameter of 42, 48 or 60 inches and are 25, 28 or 30 inches high.

Built up legs with quarter sawed oak on four sides are connected to top and apron by steel hangers and held in place with large machine screws; these enter into steel bushings anchored within the leg construction.

Apron is built up from seven-ply to form curve of correct radius. Top is built up five-ply banded with ⅛ inch banding to the edge.

All tables are shipped knocked down for safe transportation.

The tables illustrated above are made of maple with fluting on legs to correspond with the "Gaylord Maple" furniture shown. A variety of finish and design is also obtainable for these tables.



No. 971
"Gaylord Maple" Chair



No. 952
Windsor Chair



No. 960
Straight Chair



No. 949
Straight Chair

These illustrations show some of the most popular chairs. Various other types are also available.

GAYLORD STANDARD SHELVING, FILING . . .

The Gaylord Wood Book Shelving made in the "unit" style meets library requirements completely and satisfactorily.

It is equally suitable for new libraries and for rearrangement of established libraries.

Flexibility—This shelving can be fitted easily into almost any available space, whatever its size and shape, either against a wall or entirely detached. It may be readily adjusted to changes and to requirements for more book space. Attractiveness, strength and rigidity are combined in its design.

The standard shelving unit is 3 feet wide, constructed to that one unit with two paneled ends makes a complete case; or several units may be joined with partitions between them and only one pair of paneled ends, providing for a range of any desired length.

Knock-Down Construction—This makes the assembly and installation of Gaylord Shelving a simple matter and changes are made easily. The different heights and depths available



No. 5212-M
5 Foot 2 Inch Shelving



No. 3612
Counter Height
Shelving—with Modifications



Rear View



With Book Trough Top

offer a complete variety for any shelving need, yet the standardization of dimensions makes it possible to add to sections or ranges at any time.

Threaded nuts and bolts are used for intermembering one section with another, and the paneled ends are equipped with steel bushings, into which steel bolts engage. A screw-driver is the only tool necessary when assembling or dismantling this shelving.

Standard Shelving—This is furnished in heights of 3 feet 6 inches, 5 feet 2 inches and 7 feet. Shelves are made in the following depths: 8, 10, 12, 16, 20 and 24 inches $\frac{3}{4}$ inch thick. Shelving is made with and without back as desired.

The shelves are made of narrow pieces of white wood glued together and edged with the same wood that is used for the framework. This construction prevents warping. Shelf pin holes are accurately spaced, and threaded steel shelf pins are used to support the shelves.

All shelving is carried in stock in oak and maple, matching standard finishes in library furniture. It is also made to order in any special finish or design to correspond with other equipment.

Counter Height Shelving—This may be single or double faced and may be used as a substitute for partitions, setting off browsing nooks, conference or work rooms or an entrance. Thus this shelving gives a double utility as it adds to the available book space as well as forming a partition.

One or more of these sections may be equipped with regular book shelves, magazine shelves, storage cupboards or with combinations of these. The top of a section may be flat, sloping or in the shape of a trough for book display, thus adaptable to a wide variety of uses.

At the Left: Special Arrangements in Standard Wall Shelving.



No. 7012-M
Range of 7 Foot Shelving
with Newspaper Rack, etc.

1—Locked Compartment—A section with glass doors that may be locked is sometimes desirable for valuable books.

2—Magazine Section—Current issues of magazines lie flat on the sloping shelves, with immediate past issues on the straight shelves below. Older magazines are housed on shelves back of bulletin boards, conserving space.

3—Rack for Newspapers—This arrangement provides for newspapers and a bulletin board with shelf space behind it.

4—Section with straight shelves close together may be used for magazines when there are too many for display; as in a university or technical library.

5—Section with regular book shelf arrangement.

... SECTIONAL CHARGING DESKS

The Sectional Charging Desk with the linoleum top, originated by Gaylord Bros. is one of its best items of service to the library field. This unit type of desk may be adapted to libraries of any size. It has all the advantages of the unit type of construction so well known in catalog cabinets and vertical files.

A charging desk may be started with one or two sections and then additional sections may be added later for expansion as needed.*

The flexibility of the sections from one position to another, and the detachable ends make a rearrangement or change of location possible without any replacement.

Another advantage of this desk is the interchangeability of the drawers, shelves, cupboards, well sections, etc. These may be arranged or changed at any time to meet the individual requirements of any library.

In short, the possibilities in combinations of sections and interior equipment are almost unlimited.

Oak and maple are used for this desk; the finish, the trim, and the panel detail may be made to conform with any special design or to match other library furniture. Bases may be recessed on inside to allow toe space; outside equipped with marbelized rubber base to prevent marring if desired.

A few desks showing possible combinations of sections are shown on this page.

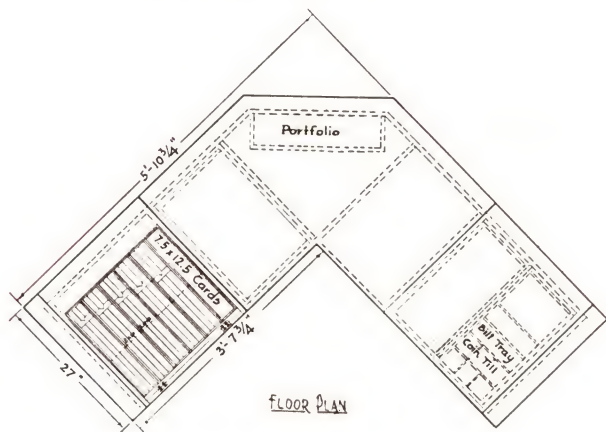
*All Charging Desks are made in either sitting height (32½ in.) or standing height (39 in.)



*Sectional Charging Desk—Four Units with Ends
Sitting Height—32½ inches*



*Sectional Charging Desk—Three Units with Ends
Standing Height—39 inches*



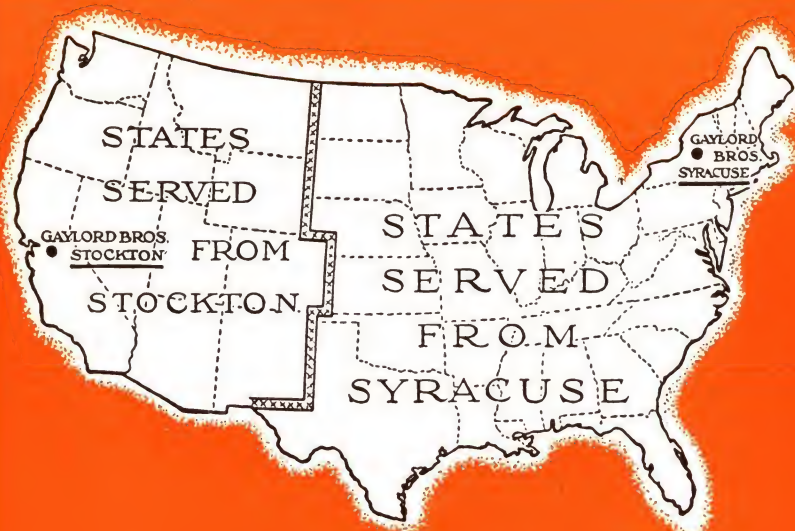
*Rear View of Sectional Charging Desk,
showing convenient arrangement of space
—Floor Plan at left*



*Desk with one Corner and One Center Section
Sitting Height—32½ inches*



*An Adequate Desk for the
Small Library—Sitting Height*



OFFICES

The main office and factories of Gaylord Bros. are located in Syracuse, New York. In one factory are manufactured our library supplies. In another all of our library furniture, both stock and special, is made by skilled craftsmen who have had many years of experience in this specialized type of work.

The western branch office and factory, located at Stockton, California, is a great convenience to customers in the western states, Alaska, the Hawaiian Islands, the Philippines and the Far East. A complete line of supplies and much of the stock furniture are carried at the Stockton branch so that prompt service is always assured the libraries and schools located in the eleven western states, as shown on the map.

Excellent service is also given to all foreign customers as frequent shipments can be made from San Francisco and New York.

OTHER PRODUCTS

For forty-one years Gaylord Bros. has been manufacturing library supplies and selling direct to libraries of all types—public, school, college, special, institutional, etc. Among these supplies are all kinds of catalog cards, book cards and pockets, printed forms, magazine and pamphlet covers, publicity supplies, book repair materials and the Electric Automatic Charging Machine, which has revolutionized book charging in libraries.

Gaylord Bros. is known throughout the library world for the high quality of its merchandise and for promptness in filling orders. The policy is, and always has been, to fill and ship orders the day they are received, with the exception of those which call for special printing or manufacture. This immediate shipment from the eastern and western plants results in prompt deliveries to all Gaylord customers.

This service is not something to brag about—it is a service to which the customer is entitled and which he receives when he buys from Gaylord Bros.

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